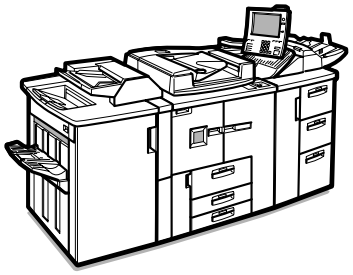
4090/40105
9002/10512
LD090/LD0105
Aficio™ 2090/2105

Operating Instructions

General Settings Guide



ZJBH050N

1 What You Can Do with This Machine
2 Getting Started
3 Combined Function Operations
4 Document Server
5 User Tools (System Settings)
6 Paper Tray Settings
7 Troubleshooting
8 Remarks
9 Security
10 Specification

For safe and correct operation of this machine, please be sure to read the Safety Information before you use it.

Type for 4090/9002/LD090/Aficio 2090
Type for 40105/10512/LD0105/Aficio 2105
Printed in Japan
EN (USA) B071-8507

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Laser Safety:

CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains AlGaAs four beam laser diode array, 10-milliwatt, 770-810 nanometer wavelength for each emitter. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Warning:

Use of controls, adjustment or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

The model names of the machines do not appear on the following pages. Check the type of your machine before reading this manual. (For details, see p.11 “Machine Types”.)

- Type 1 : 4090/9002/LD090/Aficio 2090
- Type 2 : 40105/10512/LD0105/Aficio 2105

Certain types may not be available in some countries. For details, contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the manufacturer recommends that you use manufacturer-genuine toner.

The supplier shall not be responsible for any damage or expense that may result from use of parts other than manufacturer-genuine parts.

Power Source

208-240V, 60Hz, 20A

Be sure to connect the power cord to a power source as above. For details about the power source, see p.144 “Power Connection”.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

⏻ means STAND BY.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

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Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.

❒ Two CD-ROMs are provided:

- CD-ROM 1 "Operating Instructions for Printer / Scanner"
- CD-ROM 2 "Scanner Driver & Document Management Utilities"

❖ **General Settings Guide (this Manual)**
Provides an overview of the machine.
It also describes System Settings (such as paper trays and user codes settings), Document Server functions, and troubleshooting.

❖ **Network Guide (PDF file - CD-ROM1)**
Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference**
Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Printer Reference 1**
Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**
Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**
Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ **Manuals for DeskTopBinder V2 Lite**
DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ **Manuals for ScanRouter V2 Lite**

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ **Other manuals**

- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

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Notice

Important

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this, images similar to bank bills may not be copied properly.

Copyrights and Trademarks

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The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows 95.
- The product name of Windows® 98 is Microsoft® Windows 98.
- The product name of Windows® Me is Microsoft® Windows Millennium Edition (Windows Me).
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
- Microsoft® Windows NT® Workstation 4.0

Information about Installed Software

expat

- The software including controller, etc. (hereinafter "software") installed on this product uses the expat Version 1.95.2 (hereinafter "expat") under the conditions mentioned below.
- The product manufacturer provides warranty and support to the software of the product including the expat, and the product manufacturer makes the initial developer and copyright holder of the expat, free from these obligations.
- Information relating to the expat is available at:
  http://expat.sourceforge.net/

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- This product includes software developed by Chris Provenzano, the University of California, Berkeley, and contributors.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury if you use the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that may result in minor or moderate injury or damage; not injury if you use the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might misfeed, originals damaged, or data lost. Be sure to read this.

Preparation
This symbol indicates prior knowledge or preparation is required before operation.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's display panel.

【 】
Keys built into the machine's control panel.

Notice

- The image of the display panel may differ depending on installed options.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

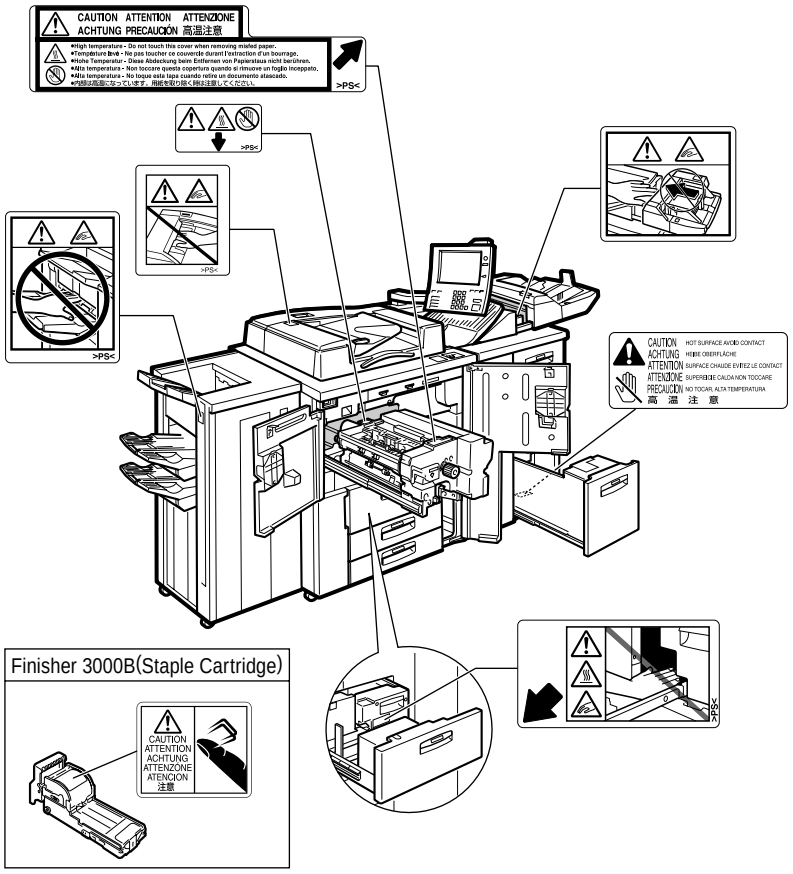
- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:***
  - ***You spill something into the machine.***
  - ***You suspect that your machine needs service or repair.***
  - ***The external housing of your machine has been damaged.***
- ***Do not incinerate spilled or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal of toner can take place at our authorized dealer.***
- ***Dispose of the used toner bottle in accordance with local regulations.***
- ***Do not remove the toner bottle, fuser unit, duplex unit and paper tray all at once. The machine might fall and cause injury. Make sure to first return each component back to its original position before checking other components.***

⚠ *CAUTION:*

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

Positions of Labels and Hallmarks for ⚠WARNING and ⚠CAUTION

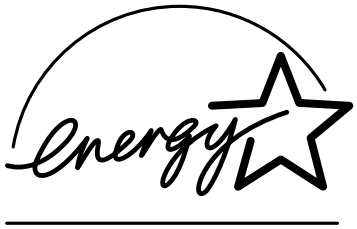
This machine has labels and markings for ⚠WARNING,⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



ZJBH470E

ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power Mode
  This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Printing is still possible in Low Power Mode, but if you want to make copies press the 【**Energy Saver**】 key first.

  Reference

  For details about how to change the default interval, see p.66 “Energy Saver Timer”.

- Off Mode (Copier only)
  To conserve energy, this product automatically turns off 90 minutes (Type 2: 120 minutes) after completing the last copy or print job. Printing is still possible in Off Mode, but if you want to make copies, press the operation switch first.

  Reference

  For details about how to change the default interval, see p.66 “Auto Off Timer”.

- Sleep Mode (Printer, Scanner installed)
  If the printer features are installed, this product automatically lowers its power consumption even further 90 minutes (Type 2: 120 minutes) after completing the last copy or print job. Printing is still possible in Sleep Mode, but if you want to make copies press the operation switch first.

  Reference

  For details about how to change the default interval, see p.66 “Auto Off Timer”.

- Duplex Priority
  The ENERGY STAR Program recommends use of the Duplex function. By conserving paper, this function has environmental benefits. For applicable machines, duplex function (one-sided original → two-sided copies) is selected when the operation switch or the main power switch is turned on, the **【Energy Saver】** key is pressed, or when the machine resets automatically.

  Reference
  To change the settings of the Duplex Priority mode, see "Duplex Mode Priority", *Copy Reference*.

Specification

		Copying function only		**Multiple function printer with copying, printing, scanning functions**	
		Type 1	**Type 2**	**Type 1**	**Type 2**
Low Power Mode	Power consumption	340 W	350 W	345 W	355 W
	Default interval	15 minutes		15 minutes	
	Recovery Time	40 sec.		40 sec.	
Off Mode	Power consumption	6 W		--	
	Default interval	90 minutes	120 minutes	--	
	Recovery Time	360 sec. or less		--	
Sleep Mode	Power consumption	--		50 W	
	Default interval	--		90 minutes	120 minutes
	Recovery Time	--		360 sec. or less	

Duplex Priority	1 Sided → 2 Sided

❖ **Recycled Paper**
In accordance with the ENERGY STAR Program, we recommend use of environmentally friendly recycled paper. Contact your sales representative for recommended paper.

Machine Types

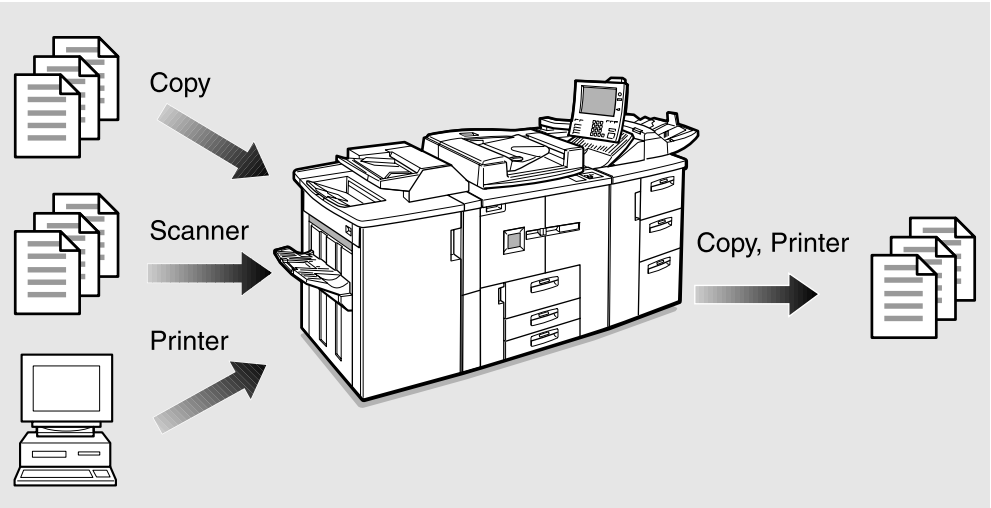
This machine comes in two models that differ by copy speed. To determine which model you have, see the machine's inside front cover.

	Type 1	**Type 2**
Copy speed	90 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	105 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)

1. What You Can Do with This Machine

Available Functions

You can use this machine as a copier, printer, or scanner. This machine also has a Document Server function which has File Merge, Insert Printing and On Demand Printing functions.



GXMFPZ2E

Copier Mode

In copier mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining several originals onto one copy. You can install several options for using sort, staple, and saddle stitch functions.

Printer Mode

You can print documents under various environments.

Scanner Mode

You can use this machine as a network scanner.

It is also possible to e-mail the scanned image as an attached file via the LAN, or Internet.

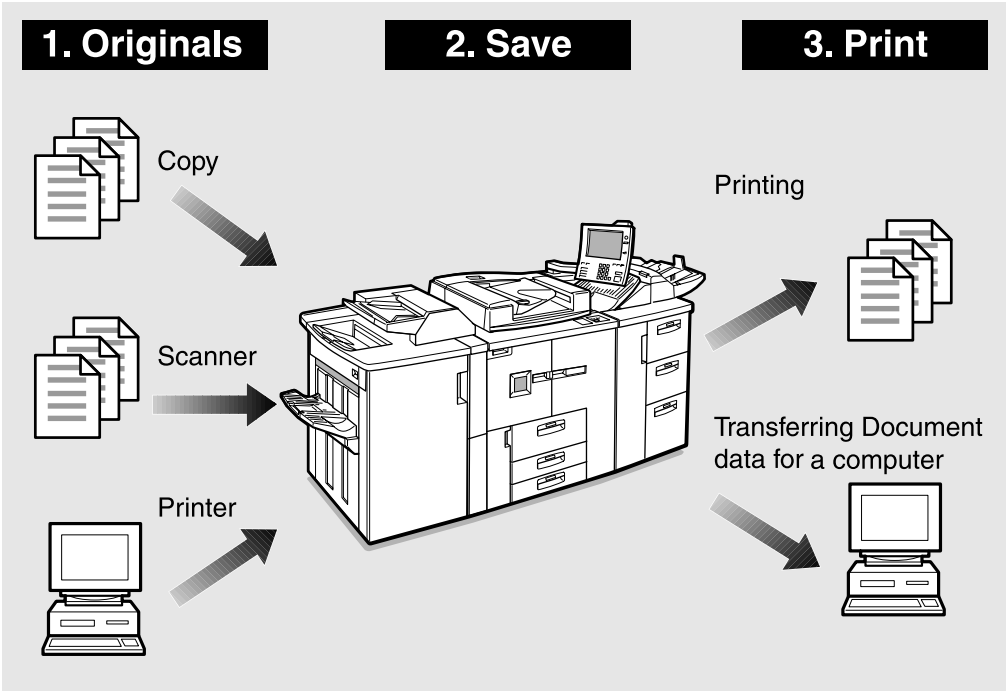
Document Server Mode

You can save the documents from copy and printer functions to the hard disk. Documents can be printed later, or the machine can be controlled from the computer.

Scanned, copied, or printed documents can be stored on the hard disk, or you can view the document's thumbnails on the computer. The documents can also be downloaded to the computer. *1

*1 The stored documents can be viewed, printed, or downloaded using the Web browser. These functions are also available when DeskTopBinder V2 Professional/Lite is installed in the computer.

The machine shown below is equipped with options.



Note

❒ You can save the following:

- Data from documents scanned using the Auto Document Feeder (ADF), and the exposure glass
- Data sent from a computer

Important

❒ Do not turn off the main power switch when the On indicator is lit or blinking. If you turn it off during an operation, the memory or hard disk might be damaged.

❒ The machine should not be subjected to strong impacts. Strong shocks damage the hard disk or delete stored files.

❖ **On Demand Printing**

If you save a document in the Document Server, you can print it out at any time using print settings such as duplex and stapling.

❖ **File Printing**

You can merge and print documents stored in the Document Sever, sent from a computer, or scanned.

❖ **Operation from computer**

If you install DeskTopBinder V2 Professional (optional) or DeskTopBinder V2 Lite on the computer, you can check the contents of stored documents, print copies for confirmation and perform other operations. These operations are also possible using the Web browser.

You can also perform operations on data stored in the Document Server from the computer, rather than from the machine.

Reference

For more detailed information, see the DeskTopBinder V2 Professional/Lite manuals.

For more information about the Web browser, see p.52 "Viewing Stored Documents on the Web Browser" and *Network Guide*.

User Management

You can limit users of the machine, and restrict certain functions with user codes.

You can limit the user of the key operator tools to the key operator only. See p.69 "Key Operator Code".

Using the User Code

The user is requested to enter a registered user code to operate the machine. You can check machine use by each user.

❖ **Managing items**

- You can set the functions permitted to each user, as shown below.
- You can output list of usage amounts for each user.

The functions you can restrict are as follows:

Function	Limitation	Usage amount management
Copy	❍	❍
Printer	❍	❍/Auto program
Scanner	❍	❍(manages the number of scannes)
Document Server	❍	(depending on the mode to store the document) *1

*1 When you print the documents by pressing the 【Document Server】 key, the copy counter shows the number of copies for the documents stored in copy and Document Server mode, and the print counter shows the number of documents stored in printer mode.

Reference

p.69 "User Code Management" and p.75 "User Codes"

Security Functions

The security functions protect the documents from being copied without permission or unauthorized access through the network. See p.149 "Security".

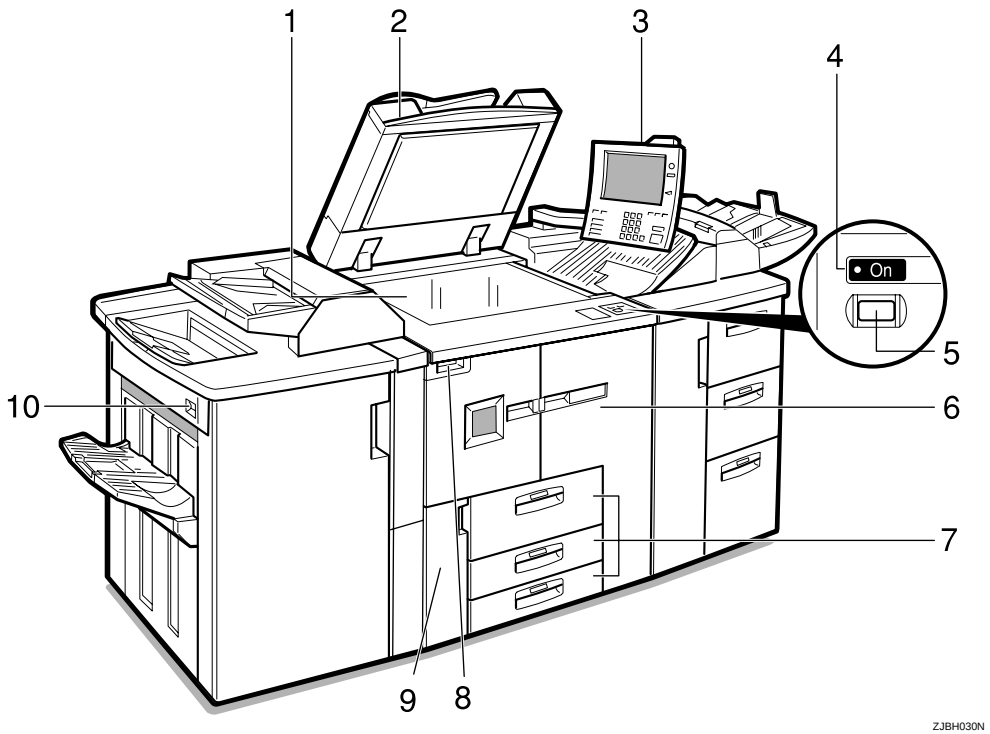
❖ **Security Functions**

- Protecting stored documents (setting passwords)
- Protecting data remaining in memory
- Authenticating administrator (setting the key operator code). See p.69 "Key Operator Code".

❖ **Extended Security Function**

By setting a password, documents will be protected from illegitimate accesses. See p.74 "Extended Security".

Guide to Components



1. Exposure glass
Place single-page originals here face down for copying.

2. Auto Document Feeder (ADF)
The ADF automatically feeds a stack of originals one by one.

3. Control panel
See p.20 "Control Panel".

4. On indicator
This indicator lights when you press the operation switch.

5. Operation switch
Press when you want to use the machine. The On indicator lights when this switch is pressed. See p.24 "Turning On the Power".

6. Front cover
Open to remove misfed paper.

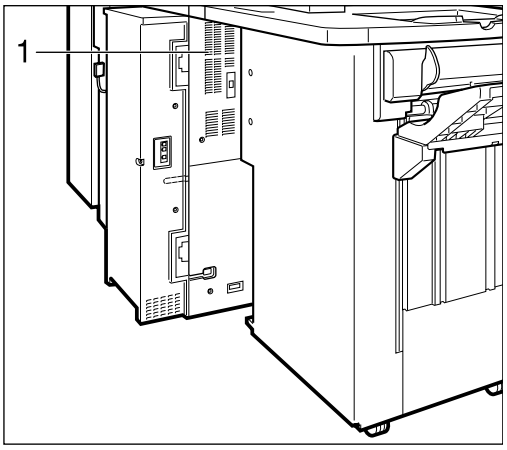
7. Paper tray
Place copy paper here.

Tray 1 is a tandem tray where paper on the left side automatically moves to the right when paper there has run out.

8. Main power switch
Press to turn the main power on or off. We recommend you only turn this switch off when the machine is not going to be used for an extended period of time (e.g. over a vacation). See p.24 "Turning On the Power".

9. Toner cover
Open to change the toner bottle.

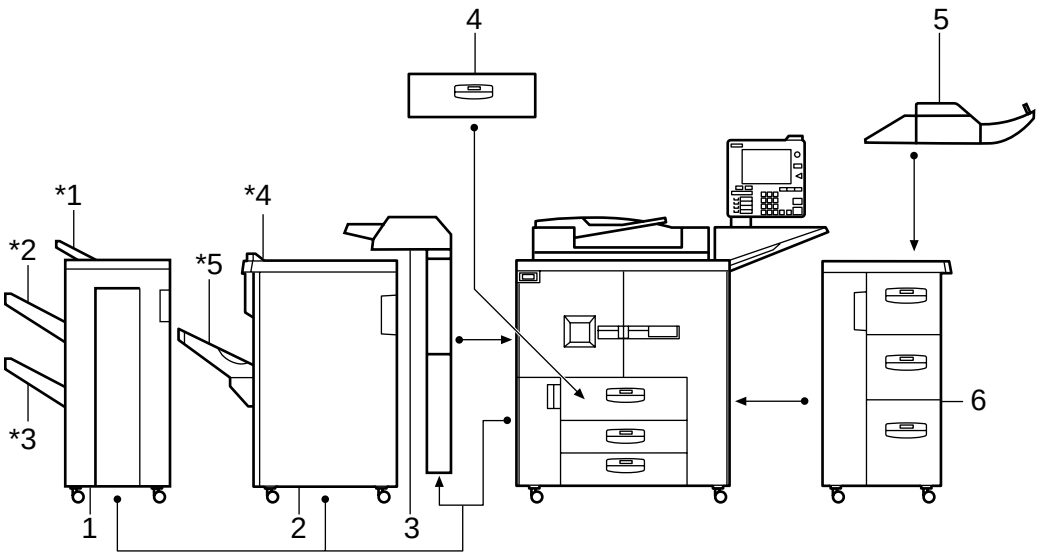
10. Suspend/Resume switch
Press to momentarily stop copying. Pressing again resumes the stopped operation.



1. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

External Options



1. Booklet finisher

Sorts, stacks, staples, and punches copies. The saddle stitch function is also available.

*1: Finisher upper tray

*2: Finisher shift tray 1

*3: Finisher shift tray 2

2. Finisher 3000B (100-sheet staples)

Sorts, stacks, staples, and punches copies (optional punch unit required)

*4: Finisher upper tray

*5: Finisher shift tray

3. Interposer

Inserts cover or slip sheets between copies.

4. A3/11" × 17" tray unit

Holds A3/11" × 17" size paper.

Note

❒ If you install the A3/11" × 17" tray unit on your machine, you cannot use it as a tandem tray.

5. Multi bypass tray (Tray 7)

This tray can be used the same way as others.

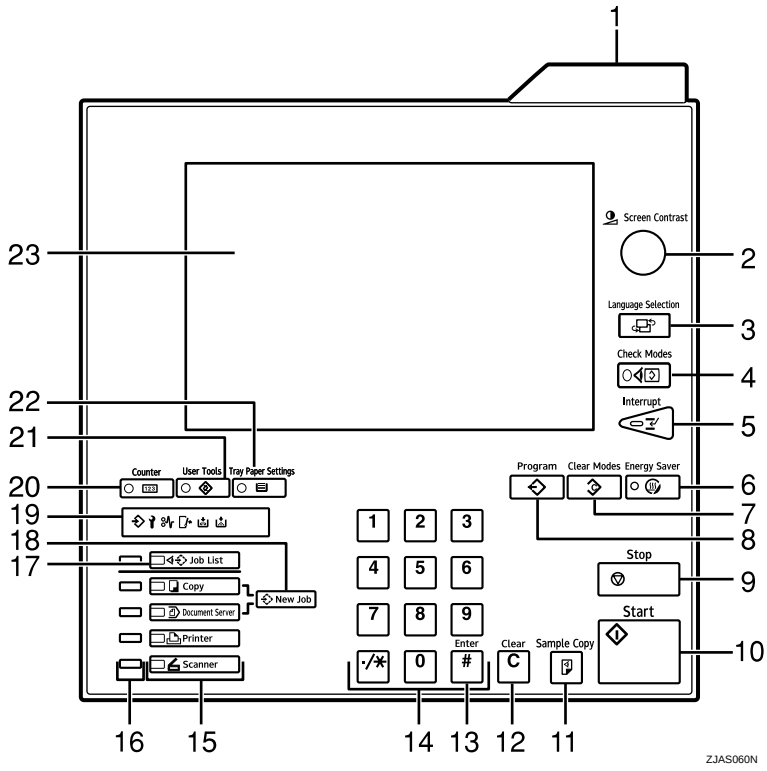
6. Large Capacity Tray (LCT)

Holds 4,550 sheets of paper.

Other options:

- Punch Unit
- Output Jogger

Control Panel



1. Status indicator

Machine status is described by this indicator. By default, this indicator is turned off. You can select the status indicator lit or not. See p.63 "Status Indicator".

Off	The main power switch is turned off or ready to make copies.
Flashing green	Scanning originals
Lit green	Copying (ready to scan originals)
Flashing red	Toner has nearly run out.
Lit red	Paper jam or other malfunction

Note

❒ If the status indicator is blinking red, paper jam has occurred in the current copy job. Bring up the current job screen.

2. 【Screen Contrast】 knob

Adjusts display panel brightness.

3. 【Language Selection】 key

Press to change the language of the display.

4. 【Check Modes】 key

Press to check settings.

5. 【Interrupt】 key

Press to make interrupt copies during a copy run. See "Interrupt Copy", *Copy Reference*.

6. 【Energy Saver】 key

Switch to and from Energy Saver mode. See p.28 "Saving Energy".

7. 【Clear Modes】 key
Press to clear previously entered copy job settings.

8. 【Program】 key
Press to register or recall a program.
See "Program", *Copy Reference*.

9. 【Stop】 key
Press to stop a job in progress such as scanning originals, or printing.

10. 【Start】 key
Press to start copying, scanning, or printing documents.

11. 【Sample Copy】 key
Press to make a single set of copies or prints before starting a long copy run. By checking a sample set and making necessary changes to image quality settings before starting a multiple copy run, you can save time and paper. See p.46 "Sample copy".

12. 【Clear】 key
Press to delete a number entered.

13. 【#】 key
Press to enter a value or confirm a setting.

14. Number keys
Use to enter the number of copies.

15. Function keys
Press the appropriate key to select one of the functions.

- Copier
- Document Server
- Printer
- Scanner

16. Function status indicators
These show the status of the functions.

- Green: active.
- Red: interrupted. Press the function key to change the display, and then follow the displayed instructions.

17. 【Job List】 key
Shows the job list for a copy job or jobs stored in the Document Server.

18. 【New Job】 key
Use this key to set up the next copy job while a copy job or storing data in the Document Server is in progress.

19. Indicators
Show errors and machine status.
: Data In indicator. See p.32 "Multi-Access".
: Service Call indicator
: Misfeed indicator. See p.113 " Clearing Misfeeds".
: Open Cover indicator
: Add Staple indicator. See p.127 " Adding Staples".
: Add Toner indicator. See p.111 " Adding Toner".

20. 【Counter】 key
Press to see the total number of copies made. See p.148 "Counter".

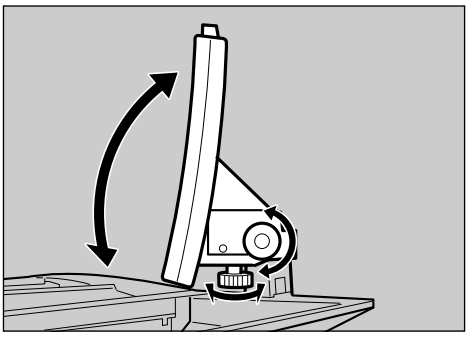
21. 【User Tools】 key
Press to access the User Tools menu where you can customize default settings. See p.57 "User Tools (System Settings)".

22. 【Tray Paper Settings】 key
Specify the paper tray settings for delivery. See p.93 "Paper Tray Settings".

23. Display panel
Shows operation status, error messages, and function menus. See p.23 "Display Panel".

Note

❒ You can adjust the angle of the control panel.



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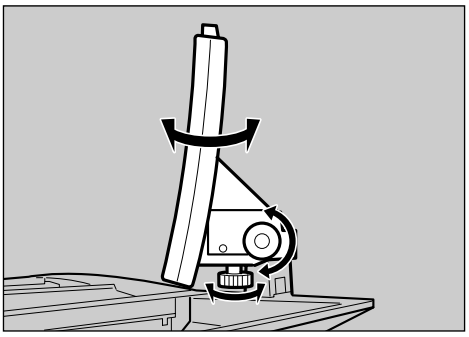

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Display Panel

The display panel shows machine status, error messages, and function menus.

Important

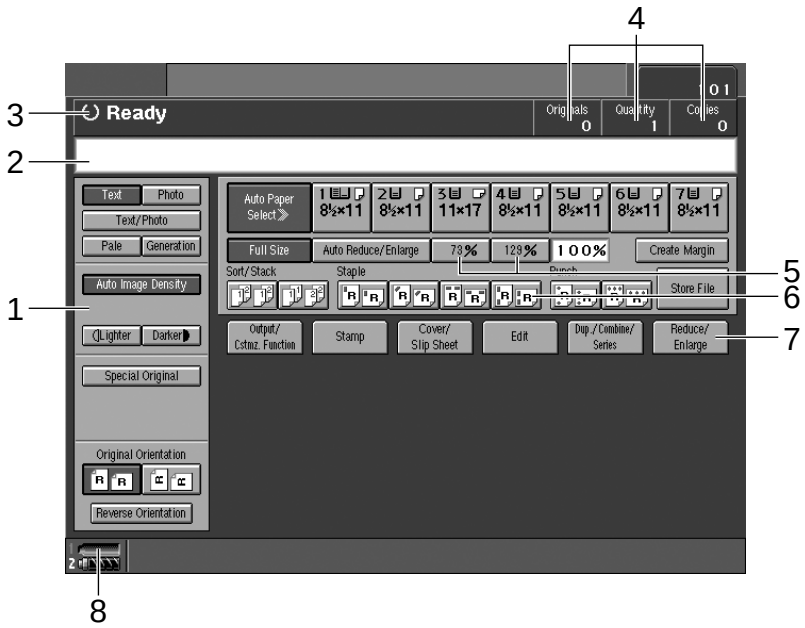
❒ A force or impact of more than 30 N (about 3 kgf) will damage the display panel.

The default is to display the screen for copying when you first turn the power on.

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like this: Full Size. Keys appearing as OK cannot be used.

❖ Initial Copy Display



1. Original mode, Image Density and Special Original mode.

2. Operational messages.

3. Operational status.

4. The number of originals, copies, and printed pages.

5. You can register up to two frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios.

6. Sort, Stack, Staple or Punch mode.

7. Functions you can select. Press an item to bring up its function menu e.g. press [Reduce/Enlarge] to bring up the Reduce/Enlarge menu.

8. This indicator shows when toner has nearly run out.

Turning On the Power

This machine has two power switches.

❖ **Operation switch (right front side of the exposure glass)**
Press to activate the machine. Once the machine has warmed up, you can make copies.

❖ **Main power switch (left side of the machine)**
When the machine will not be used for an extended period of time, turn off the main power switch.

Note

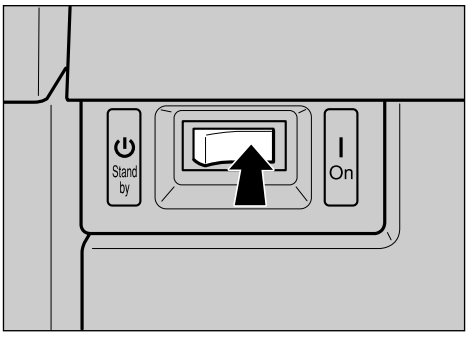
❒ This machine automatically goes into Low Power mode, or turns itself off if you do not use it for a specified period of time. See p.66 "Auto Off Timer" and p.66 "Energy Saver Timer".

Turning On the Main Power

1 Make sure the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.

Make sure that the main powr indicator lights up.



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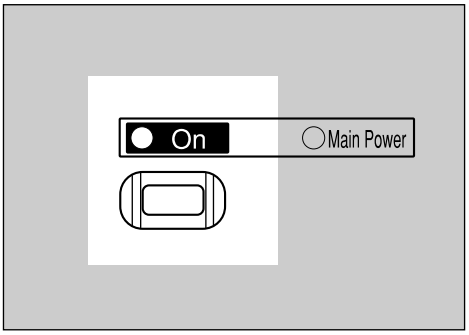
Important

❒ Do not turn off the main power immediately after switching it on. Doing so may result in damage to the hard disk or memory, leading to malfunction.

Turning On the Power

1 **Press the operation switch to make the On indicator light up.**



Note

❒ If the power is not turned on when the operation switch is pressed, check the main power switch is on. If off, turn it on.

Turning Off the Power

1 **Press the operation switch to make the On indicator go out.**

Note

❒ Even if you press the operation switch, the indicator remains lit and blinks in the following cases:

- When communication with external equipment is in progress.
- When the hard disk is active.

Turning Off the Main Power

Important

❒ Do not turn off the main power switch when the On indicator is lit or blinking. Doing so may result in damage to the hard disk or memory, leading to malfunction.

❒ Pull out the power cord after turning off the main power switch. Not doing so may result in damage to the hard disk or memory, leading to malfunction.

1 **Make sure the On indicator is unlit.**

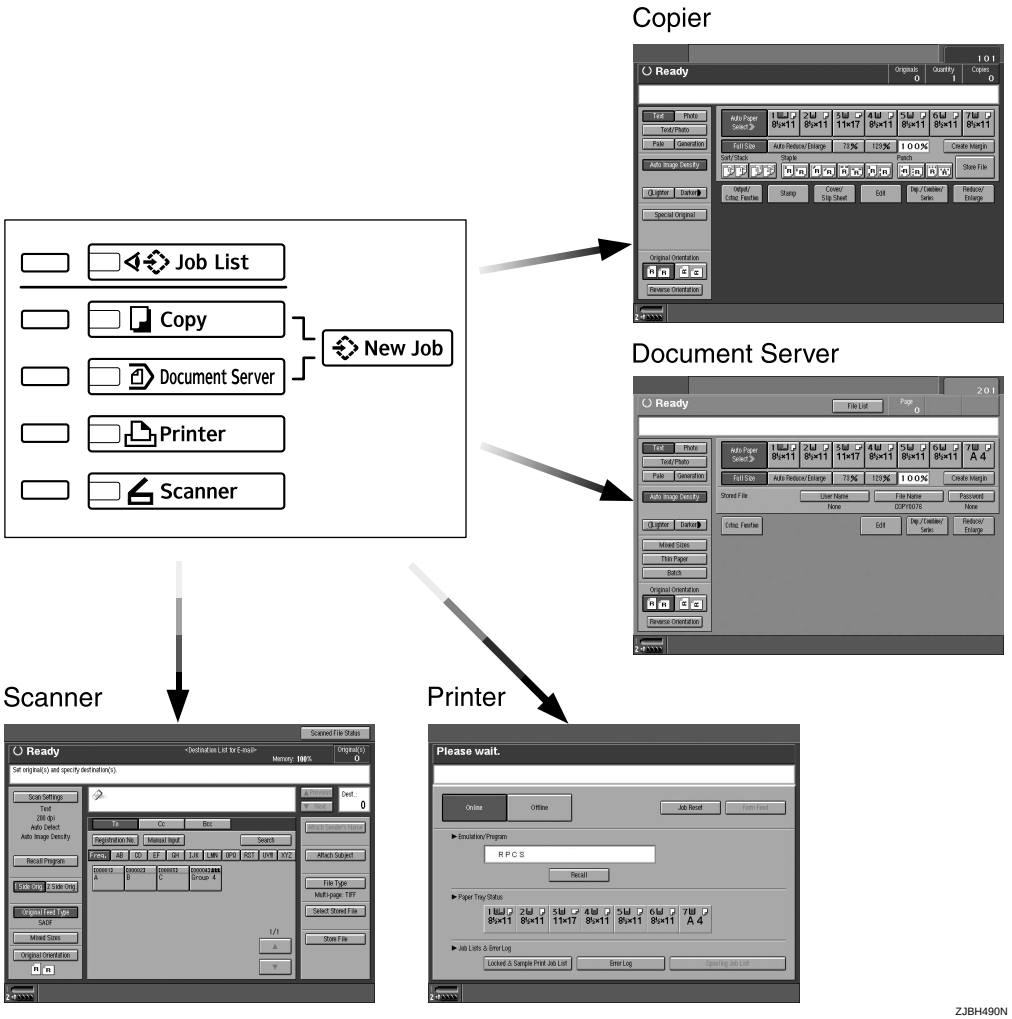
2 **Turn off the main power switch.**

Make sure that the main power indicator goes out.

Changing Modes

Note

- ❒ You cannot switch modes when accessing user tools or during interrupt copying.
- ❒ The default display is the screen for copying, which appears when you turn the power on. You can change this setting. For details about such settings, see p.62 “Function Priority”.



Saving Energy

Low Power Mode

If you do not operate the machine for a specified period of time after an operation, or when you press the 【Energy Saver】 key, the display disappears and the machine goes into Low Power mode. When you press the 【Energy Saver】 key again, the machine returns to the "Ready" status. In Low Power mode, the machine uses less electricity.

Note

❒ You can change the Panel Off Timer. See p.67 "Panel Off Timer".

System Reset

The machine automatically returns to its initial condition when a job is finished, after a specified period of time. This function is called "System Reset".

Note

❒ You can change the System Reset Timer. See p.67 "System Auto Reset Timer".

Auto Off

The machine automatically turns itself off after a job is finished, after a specified period of time. This function is called "Auto Off".

Note

❒ You can change the Auto Off Timer. See p.66 "Auto Off Timer".

❒ Auto Off Timer will not operate in the following cases:

- When a warning message appears
- When the service call message appears
- When paper is jammed
- When the cover is open
- When the "Adding Toner" message appears
- When toner is being added
- When the User Tools or Counter screen is displayed
- When fixed warm-up is in progress
- When printer or other functions are operating

- When operations have been interrupted during printing
- When the Data In indicator is on or blinking
- When the sample print or confidential print screen is displayed

Job List

In the Job List, you can check and delete the contents of jobs in the print queue and jobs currently printing.

Note

❒ In the Job List, jobs reserved using copy mode and Document Server mode are displayed. When **[Print Priority]** in System Settings is set to **[Job Order]**, jobs reserved using copy mode, printer mode, Document Server mode, Web browser, DeskTopBinder V2 Professional (optional) or DeskTopBinder V2 Lite are displayed.

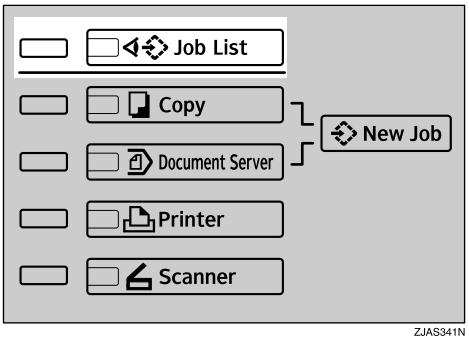
❒ You can set the length of interval between the end of a job and the start of a new job with the User Tools. See p.65 “Time Interval between Printing Jobs”. Even if you have set the interval, you can start printing a job before the set time has elapsed by pressing **[Start Printing]**.

Reference

For setting the time interval, see p.65 “Time Interval between Printing Jobs”. For setting Web browser, see Web browser's Help menu, and for setting DeskTopBinder V2 Professional (optional) or DeskTopBinder V2 Lite, see the manuals.

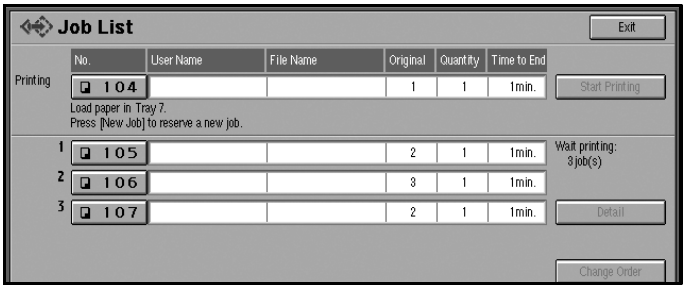
Checking the list

1 **Press the 【Job List】 key.**



The job list appears.

2 **Select the number of the job you want to check.**



The icons below show the operation mode of stored documents.

Job printed using copy mode.	Job printed using printer mode.	Job printed using Document Server mode.	Job printed using DeskTopBinder V2 Professional/Lite	Job printed using Web browser.

Note

❒ If more than ten jobs are registered, press **[▲Previous]** or **[▼Next]** to scroll the screen.

3 **Press [Detail].**

4 **Check the contents of the list.**

5 **Press [OK].**

The display returns to the job list menu.

Changing the order of jobs

1 **Press the 【Job List】 key.**

2 **Select the number of the job you want to change the order.**

Note

❒ You can change the order of jobs only in standby mode.

3 **Press [Change Order].**

4 **Change the order using [▲Previous] or [▼Next].**

5 **Press [OK].**

Deleting jobs

1. **Press the 【Job List】 key.**
   The job list appears.
2. **Select the number of the job to be deleted.**

   Note
   ❒ You can delete a job during printing.
3. **Press [Delete Job].**
4. **Press [Yes].**
   The display returns to the job list menu.

Multi-Access

You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously like this is called "Multi-Access".

This allows you to handle jobs efficiently, regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents saved in the Document Server, the machine can receive print data.
- While printing print data, you can set coppying operations.

Note

❒ You can set the priority of functions, see p.63 "Print Priority". As default, the "Display Mode" is set to first priority.

Sample operations

The tables on the following pages show sample operations for when "Print Priority" is set to "Interleave". See p.63 "Print Priority".

△: Simultaneous operations are available.

●: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner) is done.

❍: Operation is enabled when the 【Interrupt】 key is pressed to interrupt the current operation.

→: Operation is performed automatically once the current operation ends.

×: The operation must be started once the current operation ends. (Simultaneous operations are not available.)

Mode before you select		Mode after you select	Copy			Interrupt Copying		Printer			Scanner		Document Server			DeskTopBinder V2 Professional/Lite
			Operations for copying	Stapling	Sort	Operations for copying	Copying	Data reception	Printing	Stapling	Operations for scanning	Scanning	Operations for document Server	Scanning a document to Store in Document Server	Printing from Document Server	Printing from Document Server
Copy		Operations for copying	×	×	×	❍	❍	△	△	△	●	●	●	●	●	△
		Stapling	△ *1	→ *1	→ *1	❍	❍ *4	△	△	→	●	● *2	●	● *2	△ *3	△ *3
		Sort	△ *1	→ *1	→ *1	❍	❍	△	△	△	●	● *2	●	● *2	△	△
Interrupt Copying		Operations for copying	❍	❍	❍	×	×	△	△	△	×	×	×	×	×	△
		Copying	❍	❍	❍	×	×	△	→	→	×	×	×	×	×	→
Printer	Data reception		△	△	△	△	△	→	→	→	△	△	△	△	△	△
	Print	Sort print	△	△	△	❍	❍	△	→	→	△	△	△	△	△	△
		Stapling	△	→	△	❍	❍ *4	△	→	→	△	△	△	△	△ *3	△ *3
Scanner		Operations for scanning	●	●	●	❍	❍	△	△	△	×	×	●	●	●	△
		Scanning	×	×	×	×	×	△	△	△	×	×	×	×	×	△
Document Server		Operations for Document Server	●	●	●	❍	❍	△	△	△	●	●	×	×	×	△
		Scanning a document to store in Document Server	●	×	×	❍	❍	△	△	△	●	×	×	×	×	△
		Printing from Document Server	●	△ *3	△	❍	❍	△	△	△	△	△	△ *5	△ *5	△ *5	△

Mode before you select		Mode after you select: Copy – Operations for copying	Copy – Stapling	Copy – Sort	Interrupt Copying – Operations for copying	Interrupt Copying – Copying	Printer – Data reception	Printer – Print – Printing	Printer – Print – Stapling	Scanner – Operations for scanning	Scanner – Scanning	Document Server – Operations for document Server	Document Server – Scanning a document to Store in Document Server	Document Server – Printing from Document Server	DeskTopBinder V2 Professional/Lite – Printing from Document Server
DeskTopBinder V2 Professional/Lite	Printing from Document Server	△	△ *3	△	△	△	△	△	△	△	△	△	△	△	×
Web Browser	Printing from Document Server	△	△ *3	△	△	△	△	△	△	△	△	△	△	△	×

*1 Simultaneous operations are only available after the preceding job documents are all scanned and **[New Job]** appears.
*2 You can scan a document after the preceding job documents are all scanned.
*3 During stapling, printing automatically starts after the current job.
*4 Stapling is not available.
*5 Simultaneous operations are possible when you press **[New Job]**.

Note

❒ Stapling cannot be used at the same time for multiple functions.

Relationship between Document Server and Other Functions

The following table describes the relationship between the Document Server and other machine functions.

Function name	From where documents are stored	Displaying a list [*1]	Printing stored documents [*2]	Sending document
Copier	Copier/Document Server	Enabled	Enabled	Disabled
Printer	Personal computer	Enabled	Enabled	Disabled
Scanner	Scanner	Disabled [*3]	Disabled	Enabled [*4]

[*1] You can also display stored documents from a Web browser. See p.52 "Viewing Stored Documents on the Web Browser".

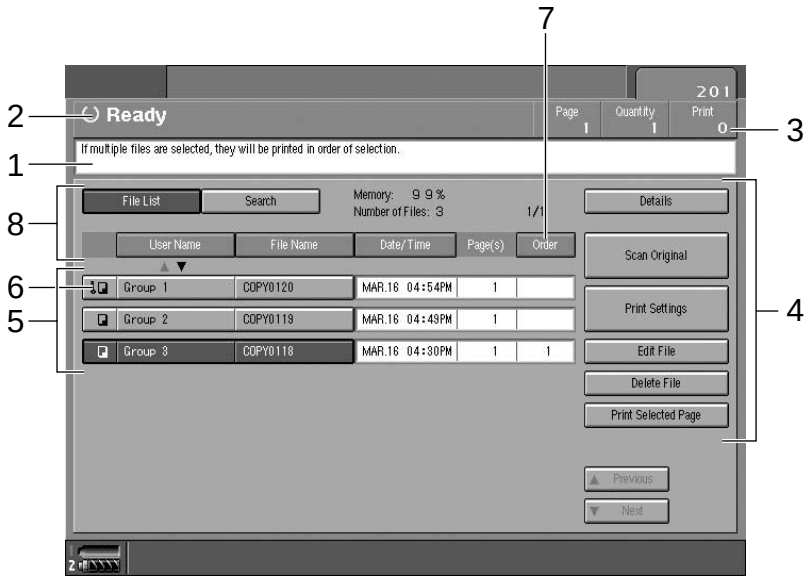
[*2] You can print stored documents from a Web browser. See p.44 "Printing Stored Documents". If DeskTopBinder V2 Professional (optional) or DeskTopBinder V2 Lite is installed on your computer, all the stored documents can also be printed from your computer.

[*3] You can display stored documents from scanner mode. See "Viewing a List of Stored Files", *Scanner Reference*.

[*4] You can e-mail stored documents from scanner mode. See "Using E-mail with the Document Server", *Scanner Reference.*

Document Server Display

❖ Document Server Main Display



1. **Operating status and messages.**

2. **The title of the currently selected screen.**

3. **The numbers of originals, copies, and printed pages.**

4. **The operation keys.**

5. **The stored operation mode.**

6. **Icons to show the operation mode. is appeared when setting the password.**

7. **Pressing [Order] displays the documents in the selected order.**

8. **Press a desired key, and the documents are sorted in the order of the pressed key.**

The icons below show the operation mode when documents stored in the Document Server.

Function	Copier	Printer	Scanner
Icon			--

Using the Document Server

Storing Data

❖ **File Name**

Saved documents will automatically be named "COPY0001", "COPY0002". You can change assigned file names.

❖ **User Name**

You can register user names to distinguish the person or department that saved the documents. To assign a user name, you can register it using the name assigned to the user code or entering the name.

Reference

For more information about user codes, see p.75 "User Codes".

❖ **Password**

You can set a password for saved documents, and use it to prevent others printing them. When a password is set for the documents, 1 appears against the document name.

Reference

To store documents in a mode other than Document Server mode, see References for the respective functions.

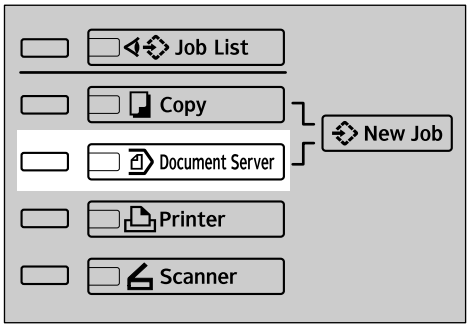
Important

❒ Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage that might result from loss of data. For long-term storage of data, we recommend use of DeskTopBinder V2 Lite or DeskTopBinder V2 Professional (optional). For more information, contact your local manufacture.

Note

❒ Data stored in the Document Server is set to be deleted after 3 days (72 hours) by the factory default setting. You can specify the period after which the stored data is deleted automatically. See p.73 "Auto Delete File" .

1 **Press the【Document Server】key.**



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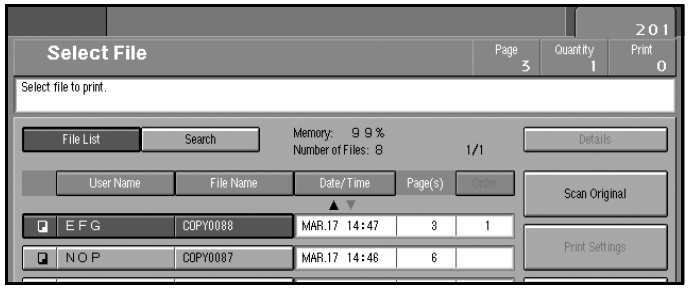
2 **Press [Scan Original] when the list appears.**



3 **Enter a file name, user name, or password if necessary.**

Note

❒ If you do not register a file name, one is automatically assigned.

Reference

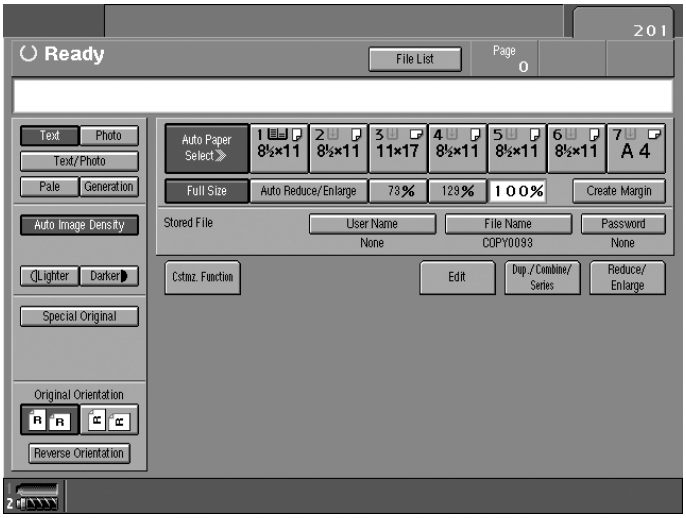
p.39 “To register or change a user name”
p.40 “To change a file name”
p.41 “To set or change a password”

4 **Place originals.**

Reference

For more information about types of originals that can be placed and how to place them, see *Copy Reference*.

5 **Make any desired settings.**



Reference

For setting of scanning that you can use, see p.53 "Functions Available in Document Server Mode".

For settings of scanning, see *Copy Reference*.

6 **Press the 【Start】 key.**

The document is saved in the Document Server.

Note

- ❒ To stop scanning, press the 【Stop】 key. To resume a paused scanning job, press **[No]** in the confirmation dialog box. To delete saved images and cancel the job, press **[Yes]**.
- ❒ When a password has been set for the document, enter it, and then press **[OK]**.
- ❒ Saved documents appear on the "Select Files to Print" display. If it is not displayed, press **[Scanning Finished]**.

To register or change a user name

1 **Display the "Stored File" display.**

2 **Press [User Name].**

If user names have already been registered, the "Change User Name" display appears. To use an unregistered user name, press **[Non-programmed Name]**.

Reference

p.75 "User Codes"

If registered user names are used

❶ **Select a registered user name from the list, and then press [OK].**

To change your user name to an unregistered user name, proceed to the next step.

Reference

p.75 “Registering a New User Code”

If there are no registered user names

❶ **Enter the new user name, and then press [OK].**

❷ **Enter the user name, and then press [OK].**

Note

❒ You can type up to 20 characters for user name.

Reference

p.91 “Entering Text”

If no registered user names are used

❶ **Press [Non-programmed Name].**

❷ **Enter the new user name, and then press [OK].**

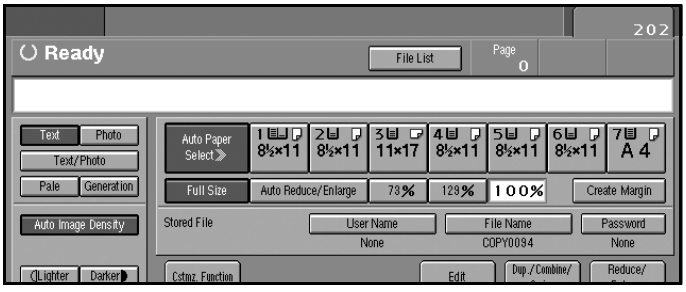
Reference

p.91 “Entering Text”

To change a file name

1 **Bring up the “Stored File” display.**

2 **Press [File Name].**



The “Change File Name” display appears.

3 **Press [Delete All] to delete the previous file name.**

Note

❒ You can also use **[Backspace]** to delete unnecessary characters.

4 **Enter a new file name, and then press [OK].**

Note

❒ A string of up to 20 characters can be entered as a file name. Note that only 16 characters of each file name will appear in the document list.

Reference

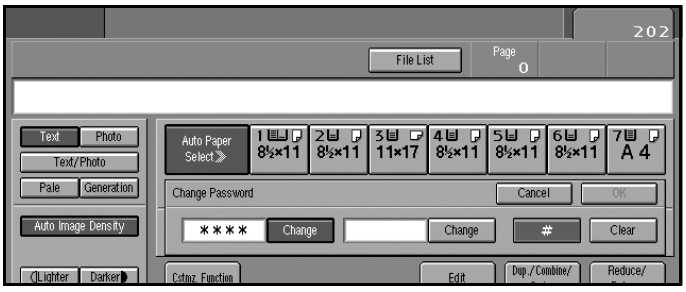
p.91 "Entering Text"

To set or change a password

1 **Bring up the "Stored File" display.**

2 **Press [Password].**

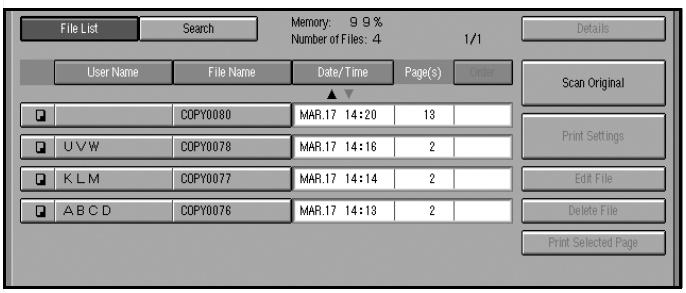
3 **Enter the password using the number keys (four-digits), and then press [OK] or the 【#】 key.**



Changing the File Name, User Name, or Password

1 **Press the 【Document Server】 key.**

2 **Select the document for which the user name, file name, or password is to be changed.**

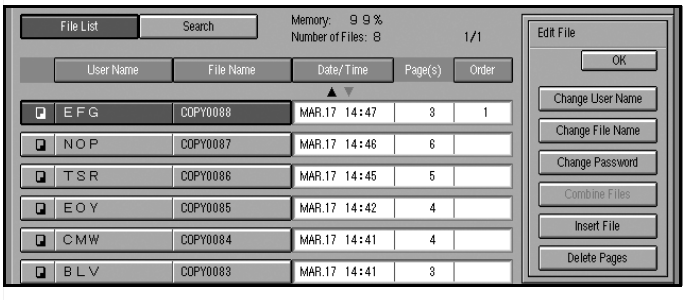


Note

❒ If a password has already been set for the document, enter it, and then press **[OK]**.

3 **Press [Edit File].**

4 **Press [Change File Name], [Change User Name], or [Change Password].**



5 **Enter the new file name, user name, or password using the letter keys or number keys, and then press [OK].**

Reference

p.39 “To register or change a user name”

p.40 “To change a file name”

p.41 “To set or change a password”

6 **Press [OK].**

To Check Details of Stored Documents

1 **Press the 【Document Server】 key.**

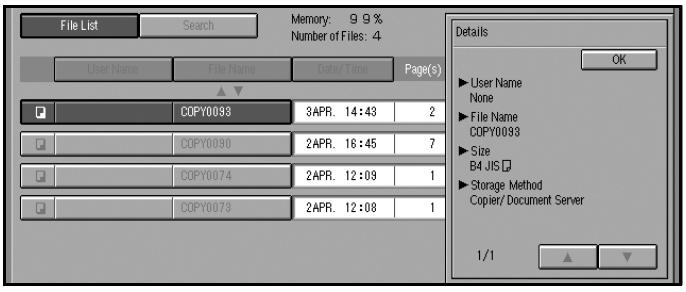
2 **Select the document for which you want to display detailed information.**

Note

❒ If a password has been set for the document, enter it, and then press **[OK]**.

3 **Press [Detail].**

Detailed information about the document is displayed.



Note

❒ If you have selected several documents, use **[▲]** and **[▼]** to view the details of each.

❒ Press **[OK]**. The “Select Files” display appears.

Searching for Stored Documents

You can use either **[Search by User Name]** or **[Search by File Name]** to search for documents stored on the Document Server. You can also list stored documents in the order you prefer.

Note

❒ If you install DeskTopBinder V2 Professional (optional) or DeskTopBinder V2 Lite on the computer, you can search and rearrange documents from the computer.

Reference

For more detailed information, see the DeskTopBinder V2 Professional/Lite manuals.

To search by user name

1. **Press the【Document Server】key.**
2. **Press [Search].**
3. **Press [Search by User Name].**

   Note

   ❒ If you also press **[Search by File Name]**, you can enter the file name simultaneously.

4. **To specify a registered user name, select the user name from the displayed list, and then press [OK].**

   Note

   ❒ To specify an unregistered user name, follow the procedures below.

5. **To specify an unregistered user name, press [Non-programmed Name], enter the name, and then press [OK].**

   Reference

   p.91 “Entering Text”

6. **Press [OK].**

   Only files beginning with the name entered appear in the “Select Files to Print” display.

   Note

   ❒ To display all files saved in the Document Server, press **[File List]**.

To search by file name

1. **Press the【Document Server】key.**
2. **Press [Search].**
3. **Press [Search by File Name].**

Note

❒ If you also press **[Search by User Name]**, you can enter the user name simultaneously.

4. **Enter the file name, and then press [OK].**
5. **Press [OK].**

Only files beginning with the name entered appear in the "Select Files" display.

Reference

p.91 "Entering Text"

Note

❒ To display all files saved in the Document Server, press **[File List]**.

Printing Stored Documents

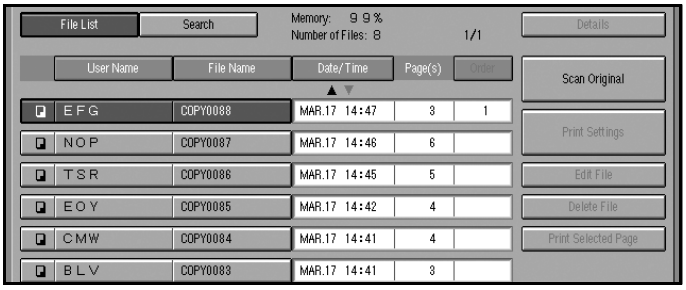
You can print documents stored in the Document Server with the procedures below.

Note

❒ You can print stored documents from a network computer with the Web browser. For details about how to start the Web browser, see *Network Guide*.

Printing from the list

1. **Press the【Document Server】key.**
2. **Select the document to be printed.**



Note

- ❒ If a password has been set for the document, enter the password, and then press **[OK]**.
- ❒ You can select up to 30 documents.
- ❒ If sizes, resolutions or quality of selected documents are not the same, the documents may not be printed.
- ❒ If you want to change the order of printing, cancel the selection, and select documents in the desired order.
- ❒ If you press **[Delete File]**, selection of all documents will be canceled.
- ❒ When multiple documents are printed at the same time, print settings made for the document printed first are applied to all other documents.

3 **Enter the required number of copies using the number key.**

Note

- ❒ Up to 9999 can be entered.

4 **Press the 【Start】 key.**

Change the print settings when printing

1 **Select the document to be printed.**

2 **Press [Print Settings].**

The "Print Settings" display appears. User names, file names, and print order of documents appear.

Note

- ❒ The print settings made for printing in copier or printer mode are stored by pressing **[Save Print Settings]**, and applied to the next printing.
- ❒ When multiple documents are printed at the same time, print settings made for the document printed first are applied to all other documents.
- ❒ When you press **[Save Print Settings]**, the changed print settings and the number of print are stored.
- ❒ If you print more than one set using the sort function, you can check the print result by printing out only the first set. See p.46 "Sample copy".
- ❒ If you select multiple files, you can confirm file names or print order you selected in step **1** by scrolling through the list with **[▼]** and **[▲]**.
- ❒ Press **[File List]** to return to the "File List" display.

3 **Enter the required number of copies using the number keys.**

Note

- ❒ Up to 9999 can be entered.

4 **Press the【Start】key.**

The machine starts printing.

Stopping printing

1 **Press the【Stop】key.**

2 **Press [Stop].**

Changing the number of copies during printing

Note

❒ The number of copies can only be changed when the sort function is selected in print settings.

1 **Press the【Stop】key.**

2 **Press [Change Quantity].**

3 **Use the number keys to enter a new number of copies.**

4 **Press the【#】key.**

5 **Press [Continue].**

Printing restarts.

Preset copy

You can set the next job while printing a document stored in the Document Server.

Reference

For details about settings, see "Preset Job", *Copy Reference*.

Sample copy

If you print multiple sets using the sort function, you can check the print order or print settings are correct by printing out only the first set using the **【Sample Copy】** key.

Note

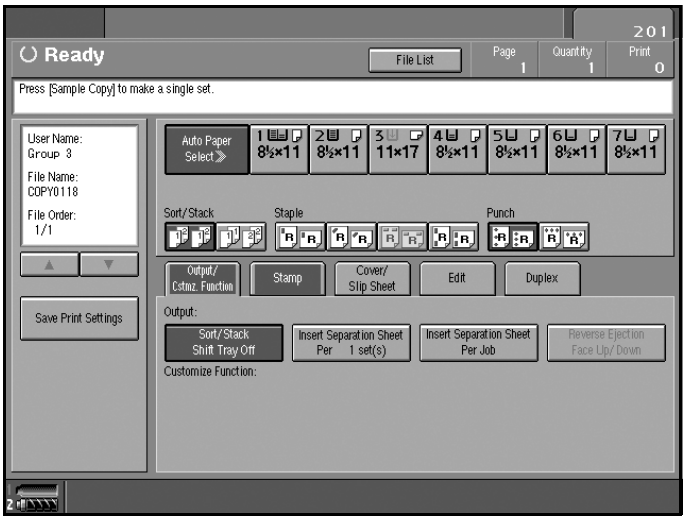
❒ This function can be used only when the sort function is selected.

1 **Select the document to be printed.**

Note

- ❒ If a password has been set for the document, enter it, and then press **[OK]**.
- ❒ You can search for a document using **[Search by User Name]** or **[Search by File Name]**. See p.43 "Searching for Stored Documents".
- ❒ You can sort document names in the list by user name, file name, or date. To sort the documents, press **[User Name]**, **[File Name]**, or **[Date/Time]**.
- ❒ To cancel a document selection, press the highlighted document again.

2 **Check the print settings.**



3 **Press the 【Sample Copy】 key.**

The first set is printed.

4 **Press [Print].**

Printing restarts.

Note

- ❒ Press **[Suspend]** to cancel printing and return to the Print Settings menu where you can change the settings.

Print Selected Pages

You can print the first page or selected pages of the document selected in the Select Files to Print display to check content.

1 Select the document to be printed.

Note

- ❒ If a password has been set for the document, enter it, and then press **[OK]**.
- ❒ You can search for a document using **[Search by User Name]** or **[Search by File Name]**. See p.43 "Searching for Stored Documents".
- ❒ You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date/Time]**.
- ❒ To cancel a document selection, press the highlighted document again.

2 Press [Print Selected Page].

Printing the first page

You can print only the first page of the selected document to check content. If two or more documents are selected, the first page of each is printed.

❶ **Press [1st Page Only].**

Printing the specified pages

You can print specified pages of the selected document to check content.

Limitation

- ❒ You cannot print specified pages if two or more documents are selected.

❶ **Press [Specify Page].**

❷ **Enter the first page number to be printed using the number keys.**

❸ **Press [Page to Page].**

❹ **Enter the last page number to be printed using the number keys.**

3 Press the 【Start】 key.

Edit File

Combining Files

You can combine two or more files stored in the Document Server.
Follow the procedure below to combine files.

Note

❒ You cannot recover the original files from the new file.
❒ You cannot combine files if they are currently being used by another function.
❒ You can combine up to 30 files.

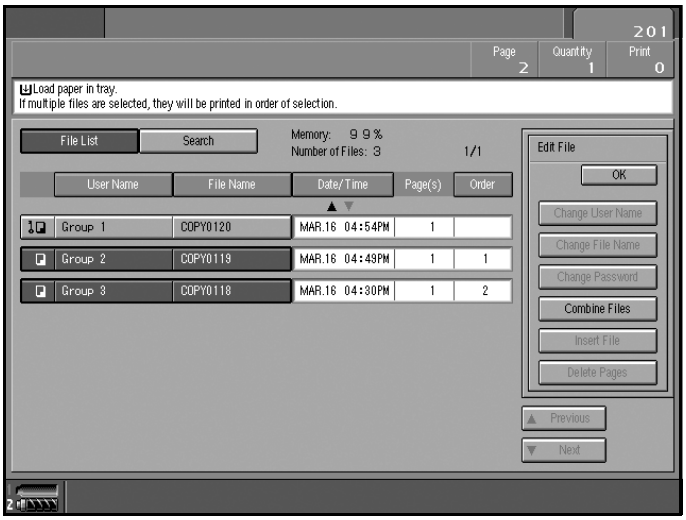
1 **Press the【Document Server】key.**

2 **Select documents you want to combine.**

Note

❒ If the password has been set for the document, enter it, and then press **[OK]**.
❒ The files are combined in the order of being selected.
❒ The print settings for the file selected first are stored.

3 **Press [Edit File].**



4 **Press [Combine Files].**

5 **Enter the new file name.**

Note

❒ For setting the file name, see p.40 “To change a file name”.
❒ If you do not set the file name, the name of the file selected first will be the name of the combined file.

6 **Press [OK].**

Inserting Documents

You can insert a file into files already stored in the Document Server.

Follow the procedure below to insert a file.

Note

❒ You cannot recover the original file from the new file.

❒ You cannot insert files into a file that is currently being used by another function.

1. **Press the 【Document Server】 key.**
2. **Select the document to be inserted in.**

   Note

   ❒ If a password has been set for the document, enter it, and then press **[OK]**.
3. **Press [Edit File].**
4. **Press [Insert File].**
5. **Select the document you want to insert into.**
6. **Enter the page number to insert the file using the number keys.**
7. **Press [Before Specified Page] or [After Specified Page].**
8. **Press [OK].**

Deleting Pages

Follow the procedure below to delete pages from a file stored on the Document Server.

Preparation

To check the page numbers, print the file. See p.44 “Printing Stored Documents”.

1. **Press the 【Document Server】 key.**
2. **Select the document containing the pages you want to delete.**

   Note

   ❒ If a password has been set for the document, enter it, and then press **[OK]**.
3. **Press [Edit File].**
4. **Press [Delete Pages].**
5. **Enter the number of the page you want to delete using the number keys.**

6 **If you want to delete a series of pages, press [Page to Page], and then enter the number of the last page you want to delete.**

Note

❒ If you want to delete only one page, proceed to step **7**.

❒ If you enter the last page number, the whole file will be deleted.

7 **Press [OK].**

8 **Press [Yes] in the confirmation dialog box.**

Deleting Stored Documents

Important

❒ You can store up to 3,000 documents in the Document Server. No more documents can be stored when there are 3,000 documents in the Document Server. You should delete unnecessary documents.

Note

❒ You can delete all stored documents at once with User Tools. See p.73 "Delete All Files".

❒ You can delete stored documents from a network computer using the Web browser. For details about how to start the Web browser, see *Network Guide*.

1 **Press the 【Document Server】 key.**

2 **Select the document to be deleted.**

Note

❒ If a password has been set for the document, enter it, and then press **[OK]**.

❒ You can delete multiple documents at once. See p.73 "Delete All Files".

❒ You can search for a document by user name or file name, using **[Search by User Name]** or **[Search by File Name]** respectively. See p.43 "Searching for Stored Documents".

❒ You can sort document names in the list by the user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date/Time]**.

❒ If you cannot find the document using its name, you can print the first page of a document to check its contents. See p.48 "Print Selected Pages".

❒ Press the selected line again to cancel the print job.

3 **Press [Delete File].**

4 **Press [Yes] to delete the document.**

Viewing Stored Documents on the Web Browser

Reference

For settings of the Web Browser, see *Network Guide*. For details about the Web Browser, see Help menu.

1. **Start the Web browser.**
2. **Enter "http:// (the IP address of this machine) /" in the [Address] box.**

   The top page appears on the Web browser.
3. **Click [Document Server].**

   The Document Server File List appears.

Note

❒ The Document Server File List can be displayed without showing thumbnails. Click **[Details]**.

4. **Click the Properties icon of the document you want to check.**

   The information of that document appears.
5. **Confirm the content of the document.**

Note

❒ To enlarge the preview of the document, click **[Preview]**.

Downloading Stored Documents

Note

❒ An option is required to download documents stored in copier or printer mode.

1. **Start the Web browser.**
2. **Enter "http:// (the IP address of this machine) /" in the [Address] box.**

   The top page appears on the Web browser.
3. **Click [Document Server].**

   The Document Server File List appears.
4. **Click the Properties icon of the document you want to download.**

Note

❒ The Document Server File List can be displayed as thumbnails. Click **[Thumbnail]**.

5. **Select PDF, JPEG, or Multi-pageTIFF as the file format by clicking one of the icons.**

Functions Available in Document Server Mode

Functions that you can use during scanning or printing documents in Document Server mode are as shown below.

Function	Key Display		Web Browser
	Scanning	Printing	
Batch Mode	❍	×	—
Mixed Sizes	❍	×	—
Custom Size Originals	❍	×	—
SADF Mode	❍	×	—
Thin Mode	❍	×	—
Face Up	❍	×	—
Auto Image Density	❍	×	—
Dark Background	❍	×	—
Manual Image Density	❍	×	—
Original Type Setting	❍	×	—
Number of Sets	×	❍	❍
Program	×	×	—
Auto Paper Select	❍	❍	❍
Manual Paper Select	❍	❍	❍
Reduce/Enlarge	❍	×	—
Create Margin	❍	×	—
Zoom	❍	×	—
Auto Reduce/Enlarge	❍	×	—
Size Magnification	❍	×	—
Directional Magnification (%)	❍	×	—
Directional Size Magnification (inch)	❍	×	—
Sort	×	❍	❍
Stack	×	❍	❍
Staple	×	❍	❍
Punch	×	❍	❍
1 Sided → 2 Sided/2 Sided → 2 Sided	❍	×	—
1 Sided Combine	❍	×	—
2 Sided Combine	❍	×	—

Function	Key Display		Web Browser
	Scanning	Printing	
Book → 1 Sided	×	❍	❍
Book → 2 Sided	×	❍	❍
2 Sided → 1 Sided	×	❍	❍
1 Sided → Booklet 2 Sided → Booklet	×	❍	❍
1 Sided → Magazine 2 Sided → Magazine	×	❍	❍
Mix 1 & 2 Sided	×	×	—
Specify Pages to Print in Duplex	×	❍	❍
Repeat	×	×	—
Double Copy	×	❍	❍
Centering	❍	❍	❍
Cornering	×	❍	❍
Scanning Position	❍	×	—
Border Erase	❍	×	—
Center Erase	❍	×	—
Center/Border Erase	❍	×	—
3 Edges Full Bleed	×	❍	❍
Inside Erase	❍	×	—
Outside Erase	❍	×	—
Margin Adjustment	×	❍	❍
Background Numbering	×	❍	❍
Preset Stamp	×	❍	❍
User Stamp	×	❍	❍
Date Stamp	×	❍	❍
Stamp Text	×	❍	❍
Page Numbering	×	❍	❍
Covers	×	❍	❍
Designate	×	❍	❍
Chapter	×	❍	❍
Designation Sheet Copy	×	❍	❍
Blank Slip Sheets	×	❍	❍
Slip Sheets	×	❍	❍

Note

- ❒ "Cornering" and "Specify Pages to Print in Duplex" are enabled only in Document Server mode.
- ❒ You can select the printing position from eight types using "Cornering" when you print a document stored in the Document Server.
- ❒ You can print the specified pages of documents stored in the Document Server using "Specify Pages to Print in Duplex".

Settings for the Document Server

❖ **Copier/Document Server Features (See p.62 "General Features", *Copy Reference*.)**

	Items	Default
General Features	Function: Scanning	--
	Function: Printing	--

❖ **System Settings (See p.62 "General Features", p.66 "Timer Setting", and p.69 "Key Operator Tools".)**

	Items	Default
General Features	Warm Up Notice	ON
	Copy Count Display	Up
	Output: Document Server	OFF
	Paper Tray Priority: Copier	Tray 1
Timer Setting	Copier/Document Server Auto Reset Timer	60 seconds
Key Operator Tools	Auto Delete File	After 3 days
	Delete All Files	--
	Password Management for Stored Files	Do not Unlock